

# **CITY OF SAN ANTONIO DEVELOPMENT SERVICES DEPARTMENT**

## **Street Renaming Request Application\***

(Chapter 6: Building Code—Article XVI. Naming of City Facilities and Streets)

Thank you for your inquiry into the City of San Antonio's street name changing process. This page is designed to provide you with general information about completing the attached application. If you have any questions, or would like clarification about these instructions, you are advised to seek assistance from city staff.

Per Section 6-674: *Commencement of process for changing the name of a street and/or adding the designation of a memorial name*, the process shall begin by filing the attached application with the Development Services Department. Pursuant to that Section 6-674(a), a valid application shall only be filed by any one of the following parties:

- (1) A member of the San Antonio City Council;
- (2) The Director of the Development Services Department, if it is determined that the street name change is in the best interest of the health, safety, welfare, and public convenience and safety of the citizens of the city.
- (3) A group, agency, business or owner of property located on the subject street; or,
- (4) An officer or authorized representative of a governmental subdivision, agency, or department;

Per Section 6-674 and Section 6-677: *Required Fees*, a Complete Application will require the following:

Two (2) copies of an official application, see attached;  
A processing fee of \$1,000.00;  
The names and address of all owners of property affected (abutting subject street) by the name change;  
The estimated costs associated with the notification requirements; and,  
The cost of the manufacture and replacing the street signs (include, but not limited to, TXDOT signs)

Staff shall determine if the application is complete within ten (10) business days. Once staff has determined that the application is complete, there shall be ten (10) business days for an administrative review. During that time, the Office of Historic Preservation will determine if the Historic and Design Review Commission (HDRC) review is required. Staff shall schedule for the next available Planning Commission and HDRC, if applicable, for a public hearing. After Commission(s) consideration and recommendation, the Street Name Change request will be forwarded to City Council for a final public hearing and consideration and determination.

Should you have any questions, feel free to contact the Development Services Department's Land Entitlement Section at (210) 207-1111.

\*Application is subject to change.

**CITY OF SAN ANTONIO  
DEVELOPMENT SERVICES DEPARTMENT**

**Street Renaming Request Application**

Applicable Section of City Code: (Chapter 6: Building Code-Article XVI. Naming of City Facilities and Streets)

Applicable City Council District(s): \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Applicant's Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Current Street Name: \_\_\_\_\_

(If only a portion of a street, please provide the applicable blocks; please attach a map exhibit to ensure clarity of request)

Proposed Street Name: \_\_\_\_\_

Are you requesting an actual street name or honorary street name change? \_\_\_\_\_

Please explain the reason for the proposed change. The criteria for renaming a street are listed in Section 6-672 of the city code.

---

---

---

---

Pursuant to Section 6-677, The applicant is responsible for providing the total cost of the sign replacement process. Please provide the total project cost in full below.

Number of Ground Mounted Signs<sup>1</sup> \_\_\_\_\_ Total Replacement Cost \_\_\_\_\_

Number of Overhead Signs<sup>1</sup> \_\_\_\_\_ Total Replacement Cost \_\_\_\_\_

Number of TxDOT Signs<sup>2</sup> \_\_\_\_\_ Total Replacement Cost \_\_\_\_\_

<sup>1</sup>Contact the City of San Antonio Public Works, Traffic Operations at (210) 207-3951 for replacement calculation.

<sup>2</sup> Contact the TXDOT, Traffic Engineering at (210) 615-6111 for the replacement cost of TXDOT mandated signs.

**Notification Fees** \$4.50 per lot \_\_\_\_\_

**Application Fee** \$1,000.00

(Application fee is non-refundable)

**Total Project Cost** \_\_\_\_\_

I hereby certify that I am an eligible to submit this application pursuant to the requirements in Section 6-674 of the City Code of the City of San Antonio and that this application is complete and accurate to the best of my knowledge.

Signature of Applicant: \_\_\_\_\_ Date Submitted: \_\_\_\_\_